



HRG Memorandum 13-11

To: KEHP HR Generalists (HRGs)

From: Department of Employee Insurance (DEI)

Re: New Premium Billing Branch, Division of Financial and Data Services

Date: July 17, 2013

The Department of Employee Insurance, Division of Financial and Data Services has re-organized and divided the Financial Management Branch into two branches: Financial Management Branch (FMB) and Premium Billing Branch (PBB). The restructuring aligns the branches with current business processes and KHRIS workflows.

The vacant manager positions were recently filled through the merit hiring process and we are pleased to announce the new managers are:

Alexa Perry, Financial Management Branch Manager
Hannah Stanfield, Premium Billing Branch Manager

KHRIS changed the day-to-day functionality of the former Financial Management Branch into two distinct business areas: financial/accounting duties and premium billing duties. The new structure allows the FMB staff to focus primarily on fiscal matters related to operating a self-insured health insurance plan. The PBB staff will focus primarily on premium billing and reconciliation duties.

Details on the alignment of staff within each branch will be shared in the next few weeks. Please continue to work with your current billing contact until details are finalized.

